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Page. 7

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200020020-6

25-6-1774

Document No. _____
No Change In Class.
 Reclassified
Class. Changed To: ~~IS S C~~
Auth.: HR 10-2
Date: ~~11-28-78~~ By: ~~BS~~

25 October 1954

MEMORANDUM FOR: Chief, Management Staff

25X1A

SUBJECT : Agency Notice ~~██████████~~ "Procedures for Controlling and Reporting Agency Staff Employee In-Casuals and Out-Casuals"

1. I have approved for publication a text of the subject Notice slightly different from the one on which verbal concurrence was received at the Meeting of Administrative Staff Chiefs held last Thursday, 21 October 1954. Because the Office of Personnel does not yet have the machine records capability for handling Staff Agents under provisions of this Notice, at their request Staff Agents were deleted from the title.

2. Also, the phrase "to be assigned" appearing in section 2.b of the subject Notice, under the definition of Out-Casual, was deleted because it was felt that this language failed to specify the exact point at which an individual would, in fact, be transferred from a Departmental to a Field Table of Organization.

3. Coincident with the publication of this Notice, I am asking you to study the In-Casual, Out-Casual problem with a view to accomplishing the following three major objectives:

a. The design of a method whereby Staff Agents can be included in the procedures set forth in the subject Notice.

b. The adoption of methods that will have the net effect of reducing the time spent by individuals in either category on Unvouchered Funds.

c. The formulation of a set of definitive criteria for establishing the exact point at which an Out-Casual, or Out-Casual-to-be, transfers from a Departmental to a Field Table of Organization.

d. I would appreciate it if you would keep me informed of your progress in this matter, and let me have your recommendations as early as is consistent with a thorough exploration of the problem.

151

L. K. WHITE
Deputy Director
(Administration)

cc: Ass't. Dir. for Personnel
Comptroller

SA-DD/A:JAC:mrp (25 October 1954)

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1 - J.A.C.

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cc: To all persons on file for receipt of Administrative Staff